

TECHNOLOGY TECHNICIAN I (SALARY GRADE 64) JOB DESCRIPTION

NATURE OF WORK

The Technology Technician I performs skilled repair and maintenance of all technology-related equipment as well as technical support for all technology-related systems. Employee provides technical support to users including, but not limited to, technical advice on equipment setup and operation, general troubleshooting, and software installation. Employee typically works in a centralized microcomputer environment; however, positions may be located in other environments. Employee reads and interprets schematics, wiring diagrams, and repair manuals to provide required technical support.

ILLUSTRATIVE EXAMPLES OF WORK

- Repairs, maintains, and upgrades technology-related equipment
- Reads and interprets schematics, wiring diagrams, and manuals
- Operates standard and specialized electronics devices in testing and troubleshooting computers and other technology-related equipment
- Maintains an inventory of electronics components needed to make timely repairs
- Uses a work-order tracking system for routine repair and maintenance of equipment. Refers complex problems to higher level technical support

KNOWLEDGE, SKILLS AND ABILITIES

- Basic knowledge of electronic principles and fundamentals of physics as applied in electronics
- General knowledge of computers and related technology devices
- General knowledge of electronics devices
- Familiarity with the operation and uses of standard test equipment
- Basic knowledge of mathematical principles as applied in electronic circuit analysis
- Ability to systematically troubleshoot standard electronics devices
- Ability to communicate effectively with users

SUGGESTED TRAINING AND EXPERIENCE

Graduation from a two-year college or technical school and one year experience; or equivalent combination of training and experience.

This specification has been designated to represent the general nature and level of work found in positions in this class. As such, it is not intended to contain all of the duties and qualifications required of an employee in a single position (job). Consequently, it is not to be perceived as a position (job) description or as identification of essential functions as required by ADA.

